

# MARSHALL WORK INSTRUCTION

QD01

## AREA/BUILDING MANAGER AND ORGANIZATION'S SAFETY, HEALTH AND ENVIRONMENTAL (SHE) POINT OF CONTACT (POC) PROGRAM *With Change 1 (2/22/17)*



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## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Baseline		1/10/2006	New MWI to provide all roles and responsibilities for Area/Building Managers.
Revision	A	11/01/2006	Changed how area managers are selected. Added how BM can reassign SHE findings. Added organization SHE POC responsibilities. Reflects editorial changes. Added references to MPR 1040.1, MPR 8500.1, MPR 8715.1, MWI 8621.1, MWI 8715.3, MWI 8715.15 and MWI 8715.16.
Revision	B	9/18/2008	Revised 2. Applicability statement to address the applicability of this directive to the Michoud Assembly Facility. In 6.2, added wording for large buildings allowing several building managers. Chapter 1 changed label 35 to The "Building Manager/SHE Representatives." Added to coordinate with the "access authority" to identify "controlled access areas" when needed.
Revision	C	11/30/2011	Add wording for BMs to test emergency lights per directions from the Facilities Management Office as a recommendation of the Institutional Services Evaluation Team. Reordered some of the requirements to better identify roles and responsibilities. Removed Area Managers responsibilities from CH 1 and added in section 6.1
Revision	D	2/20/2013	Reformat per MWI 1410.1 revision. Rearranged some sections so that the flow is easier to follow and the requirement is clearer. Moved definitions to an Appendix A, Acronyms to Appendix B, Verification Matrix to Appendix C, Records to Appendix D, and Training to Chapter 2. Revisions make the MWI more generic so it is more applicable to both MSFC and MAF. Where applicable, replaced "MSFC and MAF" with "Center" so the instruction is more generic and be easily applicable to both locations. Where applicable replaced Center specific organization names (ISB, EEOH, FMO and PSO) with the generic terms "Center Safety Office, Center Occupational Health Office, Center Environmental Engineering Office, Center Facilities Management Office, Center Protective Services Office, etc." so the instruction is more generic and be easily applicable to both locations. Used MSFC or MAF if the instruction is applicable to only one location. Added definitions in Appendix A for "Center Safety Office, Center Occupational Health Office, Center Environmental Engineering Office, Center Facilities Management Office, Center Protective Services Office, etc." and identified what org at each location (MSFC or MAF) performs the instruction.
Change	1	9/19/2013	On 9/19/2013, an Administrative Change was made at the request of the OPRD to remove cancelled directives MPD 1040.3 and MPR 1040.3, add IMSC-PLAN-1040.3 and correct the title of ANSIZ535.5.
Change	2	1/8/2014	On 1/8/2014, an Administrative Change was made at the request of the OPRD to remove cancelled directives MPD 8570.1, updated name of MPR 1600.1 and reworded CH1.1.13 to describe the process for granting access to buildings.
Revision	E	11/26/2014	Update to remove SHE 103 training for Area Manager. Clarified the roles in this MWI for the BM and SHE organization POC to provide assistance to the Center's SHE orgs in implementing and managing the Center's SHE Program within their buildings and areas. Changed S&MA to SMA. Changed Area Manager, Building Manager, and Assistant Building Manager to acronym. Deleted references to specific sections of SHE web page because this webpage is being moved to the ExplorNet

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			site and may change name and locations of information. Updated Chapter 1 wording to better define Building Manager activities.
Revision	F	2/19/2016	Changed Inside Marshall to Explornet Homepage and SHE Webpage to SHE Community. Updated inspections of emergency and monitoring equipment/systems. Added Center's SHE Offices. Additional information on how area managers are determined. Moved training from Chapter 2 to section 5.7.
Revision	G	10/20/2016	Changed name to clearly include collateral duty requirements for organization's SHE POCs. Added Record retention for emergency shower/eyewash, emergency light, AED and portable fire extinguisher inspections. Changed SHE organization POC to Organization's SHE POC for NCR 1818. Modified smoke free building entrance statements. Changed frequency of BM building inspections. Changed Title. Acronyms not spelled out first use in body of MWI per OPRD Tips for writing directives.
Change	1	2/22/2017	On 2/22/17, an Administrative Change was made at the request of the OPRD at CH1.4 to clarify BM inspections for buildings with the status of abandoned, mothballed and standby. CH1.4 changed "occupied building" to contain 5 or more employees and "unoccupied building" to contain 4 or fewer employees as a result of constant monthly changes of building occupancy in facGIS for buildings containing fewer than 4 employees. Updated references to NASA's Explornet page. At 5.1.2, added the role of deputy director or other manager assigned to the 01 office as able to serve as an Area Manager. At 5.1.2.1, changed 500 to 400 employees so Area Manager role may be delegated to a manager outside of the orgs 01 office.



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## 1. PURPOSE

To provide instructions for Center employees designated to serve in a SHE-related collateral duty role as an AM, BM, ABM and Organization's SHE POC to provide assistance to the Center's SHE Offices in implementing and managing of the Center's SHE Program within their organizations in accordance with Pub. L. 91-596, "Occupational Safety and Health Act of 1970," and MPR 8715.1.

## 2. APPLICABILITY

2.1 This MWI applies to Center personnel, programs, projects, and activities, including contractors and resident agencies to the extent specified in their respective contracts or agreements. ("Contractors," for purposes of this paragraph, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)

2.2 The MWI applies to the MAF.

2.3 This MWI applies to the following: all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission; "should" denotes a good practice and is recommended, but not required; "will" denotes expected outcome; and "are/is" denotes descriptive material.

2.4 This MWI applies the following: all document citations are assumed to be the latest version unless otherwise noted.

## 3. AUTHORITY

3.1 "Occupational Safety and Health Act of 1970," Pub. L. 91-596

3.2 MPR 8715.1, "Marshall Safety, Health and Environmental (SHE) Program"

## 4. APPLICABLE DOCUMENTS AND FORMS

4.1 "Protecting Federal Employee and the Public from Exposure to Tobacco Smoke in the Federal Workplace," E.O. 13058

4.2 "Occupational Safety and Health Standards," 29 CFR pt. 1910

4.3 "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters," 29 CFR pt. 1960

4.4 NPR 8715.1, "NASA Occupational Safety and Health Programs"

4.5 NPR 8715.3, "NASA General Safety Program Requirements"



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- 4.6 MPR 1600.4, "MSFC Identity, Credential, and Access Management"
- 4.7 MPR 1810.2, "Automated External Defibrillator (AED) Program"
- 4.8 MPR 3410.1, "Training"
- 4.9 MPR 8500.1, "MSFC Environmental Engineering and Occupational Health Program"
- 4.10 MWI 8621.1, "Mishap and Close Call Reporting and Investigation Program"
- 4.11 MWI 8715.11, "Fire Safety Program"
- 4.12 MWI 8715.12, "Safety, Health, and Environmental-Finding Tracking System (SHEtrak)"
- 4.13 MWI 8715.13, "Safety Concern Reporting System (SCRS)"
- 4.14 MWI 8715.15, "Ground Operations Safety Assessment Program"
- 4.15 MCP 1040.2, "MSFC Emergency Plan"
- 4.16 NASA Standard 8719.11, "NASA Safety Standard for Fire Protection"
- 4.17 National Fire Protection Association (NFPA) Codes
- 4.18 ANSI Z535.1, "Safety Color Code"
- 4.19 ANSI Z535.2, "Environmental and Facility Safety Signs"
- 4.20 ANSI Z535.3, "Criteria for Safety Symbols"
- 4.21 ANSI Z535.4, "Product Safety Signs and Labels"
- 4.22 ANSI Z535.5, "Safety Tags and Barricade Tapes (for Temporary Hazards)"
- 4.23 MSFC Form 199, "Facilities Work Request"
- 4.24 MSFC Form 549, "Portable Fire Extinguisher Readiness Verification Tag"
- 4.25 MSFC Form 3798, "Permit for Portable Appliances"
- 4.26 MSFC Tag 21, "Automated External Defibrillator (AED) Record Tag"
- 4.27 MSFC Label 45, "Room Access Request Label"



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## 5. INSTRUCTIONS

### 5.1 AM

5.1.1 Are determined based on the Center organization having the largest number of employees located in the building or the Center organization assigned the building as shown on the FacGIS.

5.1.1.1 The FacGIS is located on NASA's Explornet page, select "Center," select "Marshall," select "A-Z Index" and select "Facilities Geographic Information System."

*NOTE: Some of the directions for locating information maintained on NASA's Explornet page will start at "Inside Marshall."*

5.1.1.2 The FacGIS provides the number of employees by organization within a building, select "Facilities GIS Info," select "Facilities Information," select "Space Utilization Reports," select "Summary by Bldg," select "building match – enter building number," and select "run report."

5.1.2 Are normally the Director or Deputy Director (01 level) of the organization.

5.1.2.1 Organizations with over 400 employees (Civil Service and Contractor) may delegate the role of a AM to a Department, Laboratory, Office Manager (e.g., 10, 20, 30) or Branch Chief for select buildings.

*NOTE 1: The AM should be accessible and willing to devote the time and energy necessary to support BM activities.*

*NOTE 2: The FacGIS provides the number of employees by organization, select "Facilities GIS Info," select "Facilities Information," and select "Space Util by Dir and Bldg."*

5.1.2.2 At MAF, the MAF Chief Operating Officer or designee serves as the AM for MAF.

5.1.3 Appoint employee(s) to serve in the role of a BM for each building within their area of responsibility.

5.1.3.1 Obtain employees concurrence to serve in the role of a BM prior to their selection.

5.1.4 Ensure the BM is not assigned more buildings than they are able to devote the time needed to effectively manage in a collateral duty role.

5.1.5 Consider the technical complexity of the building when appointing the BM.

5.1.5.1 Buildings containing manufacturing, testing, or other potentially-hazardous operations require the BM to have additional knowledge and experience such as the following:



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- a. Knowledge of the type, magnitude, and hazards associated with the operations being performed within the building.
- b. Experience in dealing with the safety, health, and environmental concerns and hazards associated with the manufacturing, testing, and potentially-hazardous operations conducted within the building.

5.1.5.2 More than one BM may be appointed for the large and complex buildings as opposed to the use of ABMs. In these cases the BM's designated area is clearly defined by an entire floor or entire wing of the building. In these cases no rooms or areas on a floor or wing are permitted to be omitted from the BM' area of responsibility. BM's may define their designated areas by noting the designated areas on a building drawing or similar method and placing it adjacent to their BM picture.

*NOTE: Buildings over 150,000 gross square feet or contain over 500 building occupants may be considered as large buildings. Buildings containing areas designated as "secured areas" to protect critical assets or limit physical access to specific employees may be considered as complex buildings.*

5.1.6 Ensure a new BM is appointed when the current BM is no longer able to serve as the BM.

5.1.7 Ensure the Center's Safety Office is notified when the AM is designated and BM is appointed or when replaced.

5.1.8 Ensure AM and BMs names are listed on "Inside Marshall" and are maintained current.

5.1.8.1 The list of AMs, BMs, and ABMs is maintained on "Inside Marshall," select "Organizational Websites," locate "Safety and Mission Assurance Directorate," select "Safety, Health and Environmental," select "Who to Call," and select "Building Managers and SHE Points of Contact."

5.1.8.2 At MAF, a list of area supervisors or designees will be maintained.

5.1.9 Work closely with BMs to ensure the Center's SHE Program is implemented and managed within their designated area to provide and maintain a building, and surrounding area in a condition that is free from recognized unsafe/unhealthful and hazardous conditions, and is free of incidents and injuries by: (1) preventing employee fatalities, (2) reducing the number and the severity of employee injuries and illnesses; and (3) protecting the environment.

5.1.10 Assist the BM, ABM, organization's SHE POCs, Center's SHE Offices, and other Center organizations in resolving building-related concerns and issues within their building, when needed.



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5.1.11 Ensure inspections are performed and documented in SHEtrak for buildings within their areas following the process described in Chapter 1 of this MWI. (See MWI 8715.12 for more information.)

5.1.11.1 Occupied buildings are inspected monthly. These buildings are identified with an asterisk (\*) on the "Building Search Results" page and updated by the Center's Safety Office when a change in building occupancy is noted in the FacGIS. This page is located on "Inside Marshall," select "Organizational Websites," locate "Safety and Mission Assurance Directorate," select "Safety, Health and Environmental," select "Who to Call," select "Building Managers and SHE Points of Contact," select "search buildings."

*NOTE 1: Occupant totals per building are maintained by the Center's FMO on the "Facilities Geographic Information System." This page is located on NASA's Explornet page, select "Center," select "Marshall," select "Facilities Geographic Information System," select "Facilities GIS Info," select "Facility Information," and select "Space Utilization by Building."*

*NOTE 2: In cases where more than one BM is designated for large or complex building, each BM will perform an inspection of their designated area and document their inspection and findings in SHEtrak.*

5.1.11.2 Unoccupied buildings are inspected quarterly (fiscal year). Buildings inspected quarterly (fiscal year) are not identified with an asterisk (\*) on the "Building Search Results" page.

5.1.12 Ensure a building entrance is designated as smoke free for every building within their area of responsibility. (See E.O. 13058 and MPR 8715.1 for more information.)

5.1.12.1 At least one building entrance is designated as a smoke free entrance to facilitate personnel entering/exiting the building that desire to avoid or limit their exposure to second-hand tobacco smoke.

5.1.12.2 Building entrances and surrounding areas designated as smoke free are clearly communicated to employees by the use of "No Smoking" signage. A similar method of signage may be used to communicate designated smoking areas.

5.1.12.3 Areas designed as a smoke free area extend a minimum of 25 feet in all directions from building entrances and ventilation intake ducts.

5.1.12.4 Cigarette receptacles are maintained a minimum of 25 feet from the building entrance.

5.1.12.5 Employees are encouraged and reminded to dispose of tobacco products in an appropriate manner, such as discarding cigarette butts in receptacles designated for this



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purpose and smokeless tobacco waste in a socially acceptable and hygiene-friendly manner.

5.1.12.6 Designated smoking areas should provide an adequate level of protection from inclement weather conditions for employees desiring to smoke.

5.1.13 Provide assistance and support to the Center Director, BMs, ABMs, their organizational Directorate/Office Director/Managers, organization's SHE POCs, and Center's SHE Offices in implementing and managing the Center's SHE Program within their assigned buildings and areas. (See MPR 8715.1 for more information on SHE-related collateral duties.)

*NOTE 1: See Appendix A of this MWI for the organizations that serve in the roles of the Center's Safety Office, Center's Occupational Health Office and Center's Environmental Office at MSFC and MAF. The Center's Safety Office, Occupational Health Office and Center's Environmental Office when combined in this MWI form Center's SHE Offices.*

*NOTE 2: Join the Building Managers/SHE POC's, and Safety, Health and Environmental communities located on "Inside Marshall" to receive and share SHE-related information.*

## 5.2 BM

*NOTE: At MAF, the AM/BM program described in this MWI has not been fully implemented. In most cases, supervisors that are assigned specific areas within a building are designated to perform activities and roles similar to those identified in this MWI for BMs. Contact the MAF SMA Manager/QD12 for more information.*

5.2.1 Are appointed by the AM.

5.2.2 Serve as the primary POC for building-related issues and concerns.

5.2.3 Work closely with the AM, ABM, organization's SHE POC, Center's SHE Offices and other Center organizations to resolve building concerns and issues within their building as needed.

5.2.4 Ensure the activities listed in Chapter 1 of this MWI are implemented within the building and performed.

5.2.4.1 BMs are normally an occupant of the building for which they have been designated to serve as the BM. However, there are cases where the BM may not be an occupant of the building when designated to serve as the BM for multiple buildings.

5.2.4.2 Some activities listed in Chapter 1 of this MWI may be performed by another Center organization. Examples of these activities include, but are not limited to; inspections of some emergency equipment/systems such as emergency shower/eyewashes that may be inspected by



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the Center's FMO or the Center organization assigned the area where the emergency equipment/system is located.

5.2.5 Ensure the AM is notified when a replacement BM is necessary, because the existing BM is no longer able to serve as the BM.

5.2.6 Provide assistance and support in the transition of information when a new BM is designated.

5.2.7 Provide assistance and support to the Center's SHE Offices in scheduling and supporting SHE-related inspections/surveys of their building.

5.2.8 Provide assistance and support to the AM, ABM, their organizational Directorate/Office Director/Managers, organization's SHE POC, Center's SHE Offices, and building organizations/occupants in implementing and managing the Center's SHE Program within their assigned buildings and areas. (See MPR 8715.1, for more information on SHE-related collateral duties.)

5.2.9 Initiate corrective actions to resolve SHetrak findings and SCRS assigned to them.

5.2.9.1 BMs are normally assigned SHetrak findings and SCRS that are building related, in building common areas, areas not assigned directly to a Center organization within the building, areas outside the building that are adjacent to the building, and initiates FWRs when necessary. (See MWI 8715.12 and MWI 8715.13 for more information.)

5.2.10 Ensure the Center's Safety Office is notified when a ABM is identified and when replaced.

5.2.11 Attend quarterly BM, ABM and organization's SHE POC meetings scheduled by the Center's Safety Office, when possible.

5.2.12 Join the Building Managers/SHE POC's, and Safety, Health and Environmental communities located on "Inside Marshall" to receive and share SHE-related information.

### 5.3 ABM

5.3.1 Are selected by the BM or the BM's parent organization at the request of the BM.

5.3.1.1 In cases where an ABM is selected from another organization, coordination between the BM's supervisor and ABM's supervisor is needed.

5.3.2 Work closely with the AM, BM, organization's SHE POCs, Center's SHE Offices, and other Center organizations to resolve building concerns and issues within their building, as needed.



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5.3.3 Serve in the capacity of the BM when the BM is absent or not available.

5.3.4 Assist the BM in ensuring the activities listed in Chapter 1 of this MWI are implemented within the building and performed.

5.3.5 Provide assistance and support to the AM, BM, their organizational Directorate/Office Director/Managers, organization's SHE POC, Center's SHE Offices, and building organizations/occupants in implementing and managing the Center's SHE Program within their assigned buildings and areas. (See MPR 8715.1, for more information on SHE-related collateral duties.)

5.3.6 Initiate corrective actions to resolve SHEtrak findings and SCRS assigned to them.

5.3.6.1 Assist BMs in resolving SHEtrak findings and SCRS.

5.3.7 Attend quarterly BM, ABM and organization's SHE meetings scheduled by the Center's Safety Office, when possible.

5.3.8 Join the Building Managers/SHE POC's, and Safety, Health and Environmental communities located on "Inside Marshall" to receive and share SHE-related information.

#### 5.4 Organization's SHE POC

5.4.1 Are appointed by the Director of the organization. Each Center organization appoints an organization's SHE POC and alternate at the 01 level for the organization.

5.4.1.1 Department Managers may appoint a Department level organization's SHE POCs to provide support to the 01 level organization's SHE POC if desired.

5.4.1.2 Contractors may appoint an organization's SHE POC for their organization, if desired.

5.4.2 Ensure the Center's Safety Office is notified when appointed to serve as an organization's SHE POC and when replaced.

5.4.2.1 Ensure the organization's SHE POC's is listed on "Inside Marshall" are maintained current.

5.4.2.2 The list of organization's SHE POCs is maintained on "Inside Marshall," select "Organizational Websites," locate "Safety and Mission Assurance Directorate," select "Safety, Health and Environmental," select "Who to Call," and select "Organization's SHE POC."

5.4.2.3 Ensure the Center's Safety Office is notified when a change is made to the organization's SHE POC.



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5.4.3 Serve as a POC for issues and concerns identified as organization SHE-related. These are normally issues and concerns identified as non-building-related.

5.4.4 Work closely with the AM, ABM, Center's SHE Offices and other Center organizations to resolve organization issues and concerns as needed. (See MPR 8715.1, MWI 8715.12 and MWI 8715.13 for more information.)

5.4.5 Attend quarterly BM, ABM and organization's SHE meetings scheduled by the Center's Safety Office meetings, when possible.

5.4.6 Provide assistance and support to their organizational Directorate/Office Director/Managers, Center's SHE Offices, BMs and organizational employees in implementing and managing the Center's SHE Program within their organizations. (See MPR 8715.1 for more information.)

5.4.7 Initiate corrective actions to resolve SHEtrak findings and SCRS assigned to them. (See MWI 8715.12 and MWI 8715.13 for more information.)

5.4.7.1 Organization's SHE POC's resolve SHEtrak findings and SCRS that are program/project or organization-related in areas assigned to their organization.

5.4.8 Join the Building Managers/SHE POC's and Safety, Health and Environmental communities located on "Inside Marshall" to receive and share SHE-related information.

## 5.5 Center Safety Office

5.5.1 Implement and manage the AM/BM and Organization's SHE POC Program described in this MWI.

5.5.2 Ensure employees designated to serve in SHE-related collateral duty roles (BM's, ABM's and organization's SHE POC's) are provided with training that delivers an awareness of their collateral duty responsibilities. (See 29 CFR pt. 1960, MPR 8715.1 and MPR 3410.1 for more information.)

*NOTE: The "SHE 103, Collateral Duty Training" has been developed by the SHE organizations to meet this requirement.*

5.5.3 Maintain a listing of current AMs, BMs, ABMs, and organization's SHE on "Inside Marshall," select "Organizational Websites," locate "Safety and Mission Assurance Directorate," select "Safety, Health and Environmental," select "Who to Call," select "Building Managers and SHE Points of Contact."



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5.5.4 Schedule and manage quarterly meetings with BMs, ABMs and organization SHE POCs to discuss issues, concerns, processes, and procedures to ensure information flow-down.

5.5.5 Coordinate activities assigned to BMs listed in Chapter 1 of this MWI with other Center organizations as needed.

5.5.6 Work closely with the AM, ABM, and other Center organizations to resolve building and organization-related concerns and issues as needed.

5.5.7 Maintain the "Building Managers/SHE POC's" Explornet site to communicate SHE-related information to BMs, ABMs and organization's SHE POCs. The "Building Managers/SHE POC's" Explornet page provides a method for BMs, ABMs and organization's SHE POCs to share information between themselves. This Explornet site is located on "Inside Marshall," select "Organizational Websites," locate "Safety and Mission Assurance Directorate," select "Safety, Health and Environmental," select "Building Managers/SHE POC's Site."

## 5.6 Center FMO

5.6.1 The Manager of FMO serves as the AM for buildings not assigned, leased to non-NASA organizations, or identified with a status of abandoned and mothballed in the FacGIS.

5.6.2 A representative from FMO normally serves as the BM for buildings identified with a status of abandoned and mothballed in the FacGIS.

5.6.2.1 The AM and BM for buildings identified with a status of standby are normally the organization assigned the building in the FacGIS.

5.6.3 Maintains current building status on the FacGIS. Select "Inside Marshall" select "A-Z Index" and select "Facilities Geographic Information System," select "Facilities GIS Info," and select "Facility Information."

5.6.4 Work closely with the AM, ABM, Center's SHE Offices and other Center organizations to resolve building and organization concerns and issues as needed.

## 5.7 Training

5.7.1 BMs, ABMs, and organization's SHE POCs shall receive training in the recognition, evaluation, resolution and control of unsafe/unhealthful and hazardous conditions in the workplace within 6 months of being designated to serve in a collateral duty role and complete refresher training every 3 years from the date of the initial training. (See 29 CFR pt. 1960.58, NPR 8715.1, Chapter 6, and MPR 8715.1 for more information.)

5.7.1.1 Successful completion of "SHE 103 – SHE Collateral Duty Training" will satisfy the training requirement.



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*NOTE: Training announcements for SHE 103 are posted on "Inside Marshall," select "Organizational Websites," locate "Safety and Mission Assurance Directorate," select "Safety, Health and Environmental," select "Building Managers/SHE POC's Site." This training is also posted on the "Safety, Health and Environmental," select "safety training," select "SHE 103, Collateral Duty Training."*

5.7.1.2 "SHE 103 – SHE Collateral Duty Training" is provided every 6 months.

5.7.2 AMs receive SHE-related collateral duty training by attending several supervisors training courses including attending a onetime training course "SHE 118, MSFC SHE Training for Managers/Supervisors."

## 6. CANCELLATION

MWI 8715.5 F, "Area/Building Manager Program," dated February 19, 2016.

*Original signed by*

Todd A. May  
Director



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## CHAPTER 1 BM ACTIVITIES

*NOTE: Some of the activities listed in this Chapter may be performed by other Center organizations such as the Center's FMO or Center organization assigned the work area. In these situations the BM only ensures the activities have been performed within their building and within the frequency identified in this Chapter.*

### CH1.1 Contact Information

#### CH1.1.1 BM:

CH1.1.1.1 Ensures the BM's picture and contact information (phone number, room number, and e-mail address) is posted in the building lobby.

CH1.1.1.2 Ensures a list of ABMs and their contact information is posted in the building lobby and/or on each floor, as needed.

a. Multi-occupant and multi-story, or large buildings are encouraged to have ABMs. These assistants may be obtained by either seeking volunteers within the building or requesting other organizations/departments within the building to provide employees to serve in this role.

CH1.1.1.3 Ensures the names of the "Building Manager and SHE representatives" is posted and maintained up-to-date in the building lobby and other locations where employees gather or frequently pass through.

a. The names of the "Building Manager/SHE Representatives" are located on "Inside Marshall," select "Organizational Websites," locate "Safety and Mission Assurance Directorate," select "Safety, Health and Environmental," select "Who to Call," select "Building Managers and SHE Points of Contact," select "Print Building Manager and SHE Representative List." Contact the SHE representative assigned the building if assistance is needed in locating this list.

b. This listing may be protected from exposure to environmental conditions by placing it inside a clear plastic sheet protector or similar product that provides protection from the environment.

CH1.1.1.4 Ensures when more than one BM is designated for large and complex buildings that each BM's area of responsibility is clearly defined by an entire floor or wing of the building. In these cases no rooms or areas on a floor or wing are omitted from the BM's area of responsibility. (See section 5.1 of this MWI for more information.)

### CH1.2 General

#### CH1.2.1 BM:



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CH1.2.1.1 Requests assistance from building organizations, occupants and other Center organizations in maintaining the building(s) and surrounding grounds in a safe and healthful condition (in compliance with posted housekeeping rules) and to the level of security necessary for the operations being performed within the building, as needed.

CH1.2.1.2 Elevates safety, health and environmental concerns or conditions to the AM that are difficult to correct or require higher visibility, as needed.

CH1.2.1.3 Requests assistance from building organizations, occupants, and other Center organizations in initiating immediate actions to correct an "Imminent Danger" situation (e.g., a hazard, violation, or condition that has a substantial probability to lead to death or serious physical harm), as needed.

CH1.2.1.4 Provides assistance to the AM in selecting building entrances and surrounding areas designated as smoke free and identify designated smoking areas. (See section 5.1 of this MWI for more information.)

CH1.2.1.5 Requests assistance from the Center's Safety Office in maintaining an up-to-date list of the names of the BM and ABM on the Safety, Health and Environmental Explornet page, as needed.

CH1.2.1.6 Transfers records and information pertaining to BM activities to the incoming BM after a change in BM.

CH1.2.1.7 Provides assistance to building occupants in correcting unsafe/unhealthful and hazardous conditions within the building or surrounding areas when notified. (See MWI 8715.12, MWI 8715.13, and MPR 8715.1 for more information.)

CH1.2.1.8 Provides assistance to building occupants in communicating unsafe/unhealthful and hazardous conditions to other employees in the immediate area by the use of barricades, signs, tags, labels, or a standard safety color, as needed. (See 29 CFR pt. 1910.144 and 145, ANSI Z535.1, Z535.2, Z535.3, Z535.4, Z535.5, MWI 8715.12, and MPR 8715.1 for more information on sign format, color combinations, signal words or symbols, and basic messages.)

CH1.2.1.9 Ensures signs and tags used to communicate unsafe/unhealthful and hazardous conditions comply with the format, color combinations, signal words or symbols, and basic messages specified in ANSI Z535.1, Z535.2, Z535.3, Z535.4, Z535.5, MWI 8715.12, and MPR 8715.1. Signs may be purchased from a vendor or computer generated. (See MPR 8715.1 for more information.)

CH1.2.1.10 Provides information to POCs of hazardous operations within the building in entering the operation in the OpsTrak as needed. (See MWI 8715.15 for more information.)



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### CH1.3 Access to Building and Rooms

#### CH1.3.1 BM:

CH1.3.1.1 Provides assistance to the Center's PSO, the building's/organization's Access Approver and building supervisors in identifying areas/rooms within or adjacent to the building that are determined to have limited access. These area/rooms are designated as "secured" and are normally identified by any of the following: "access controlled," "restricted," "authorized personnel only," and "NASA Critical Infrastructure," as needed.

a. BMs are not designated to grant employee access to buildings/areas/rooms controlled by an electronic card access system. The process for granting access to buildings and secured areas is described in MPR 1600.4.

### CH1.4 Building Inspections

#### CH1.4.1 BM:

CH1.4.1.1 Performs and documents inspections of assigned buildings following the processes described in MWI 8715.12 and this MWI. BM inspections normally limited building areas not assigned to a Center organization, such as building common areas, lobbies and entrances; outside areas adjacent to the building, parking lots and sidewalks. BM may expand the scope of their inspections to include any portion of the building when desired. BM inspections are intended to identify recognized unsafe/unhealthful and hazardous conditions within the building. The inspection and findings are documented in SHEtrak.

*NOTE 1: Equipment rooms are not included in BM inspections. The Center's FMO is responsible for these rooms.*

*NOTE 2: Organization area assignments within a building are maintained on the NASA's Explornet page, select "Center," select "Marshall," select "A-Z Index," select "Facilities Geographic Information System," select "Interactive Floor Plan" select "building and floor," select "color coding," select "color by organization."*

*NOTE 3: Buildings inspected monthly are noted with an asterisk (\*) on "Inside Marshall," select "Organizational Websites," locate "Safety and Mission Assurance Directorate," select "Safety, Health and Environmental," select "Who to Call," select "Building Managers and SHE Points of Contact," select "search buildings," and "Building Search Results by Campus, Status." The Center's Safety Office updates the list of buildings identified with an asterisk (\*) when changes in building occupancy are noted in the FacGIS or notified by FMO. The updates may occur on monthly.*

CH1.4.1.2 Performs and documents a monthly inspection of buildings shown on the FacGIS as being active and occupied by 5 or more employees.



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*NOTE 1: The building is considered as occupied when 5 or more employees report daily to the building, the employee's workstation is located in the building, and the employee performs work on a regular basis within the building. Buildings identified as occupied in the FacGIS are subject to change on a monthly basis.*

*NOTE 2: The number of building occupants is maintained by FMO on the NASA's Explornet page, select "Center," select "Marshall," select "A-Z Index," select "Facilities Geographic Information System," select "Facilities GIS Info," select "Facility Information," and select "Space Utilization by Building."*

CH1.4.1.3 Performs and documents a quarterly (fiscal year) inspections of buildings shown on the FacGIS as being active and unoccupied or occupied by less than 5 employees.

*NOTE 1: Quarterly BM inspections are performed for buildings shown with a status of "standby" in the FacGIS or current FMO Real Property list. These buildings are in temporary status and may be reactivated at a later date by the organization assigned the building.*

*NOTE 2: Buildings identified as unoccupied or occupied by less than 5 employees in the FacGIS are subject to change on a monthly basis.*

*NOTE 3: Buildings occupied by less than 5 employees continue to have supervisor visits following the processes described in MPR 8715.1.*

CH1.4.1.4 Performs and documents monthly inspections of buildings located offsite that are not owned by MSFC or are leased by MSFC, but have areas occupied by Center Civil Servants. These inspections are limited to only the areas that are occupied or controlled by the Center Civil Servant organization. (See MWI 8715.12 for more information.)

CH1.4.1.5 Performs no inspections for buildings shown as inactive with a status of abandoned or mothballed. These buildings are normally scheduled for demolition.

*NOTE 1: A list of inactive building with a status of abandoned and mothballed are listed on the NASA's Explornet page, select "Center," select "Marshall," select "A-Z Index," select "Facilities Geographic Information System," select "Facilities GIS Info," select "Facility Information," and select "consolidation/Closure Map."*

*NOTE 2: Building status in the FacGIS is subject to change on a monthly basis.*

CH1.4.1.6 Documents the inspection and unsafe/unhealthful or hazardous conditions noted during the inspection in SHEtrak. BM inspections are documented in SHEtrak even if no unsafe/unhealthful or hazardous conditions are identified during the inspection.



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*NOTE: If a supervisor serves in the role of a BM they will document the BM inspection in SHEtrak and their supervisor monthly worksite visit in the SSWP. These are separate Center SHE Program activities and are documented separately.*

CH1.4.1.7 Initiates Trouble Call and/or FWR (MSFC Form 199) to correct building-related deficiencies requiring FMO support that were noted during their inspection or communicated by a building occupant.

a. At MSFC, call 544-4357 (HELP) and select the appropriate option or 544-3919.

b. At MAF, call 504-257-HELP (4357) and select the appropriate option or contact the Work Control Center /Help Desk, or call 504-257-4357.

CH1.4.1.8 Accompanies SHE inspectors during their inspections, if possible, and takes receipt of SHE Inspection Reports.

*NOTE: MWI 8715.12 provides additional information on the process of how SHEtrak findings are assigned to employees to implement corrective actions.*

CH1.4.1.9 Evaluates SHEtrak findings assigned to them to determine if they belong to another organization within the building. If so, reassigned in SHEtrak to the appropriate organization's SHE POC following the process described in MWI 8715.12.

CH1.4.1.10 Rejects SHEtrak findings that have been reassigned to them by the organization's SHE POC if the noncompliance is clearly the responsibility of the organization assigned the area within the building to correct.

CH1.4.1.11 Informs employees of the SHEtrak findings discovered within the building, as needed. The SHEtrak Inspection Report including any findings (upon receipt of such a notice) may be posted at or near each place where the noncompliant, or unsafe/unhealthful or hazardous condition exists or existed, or the SHEtrak inspection report listing all SHEtrak findings for the building/area may be posted in a location where employees gather, such as on a bulletin board in the lobby. (See NPR 8715.1, Chapter 4 and MWI 8715.12 for more information.)

CH1.4.1.12 Initiates actions to correct the SHEtrak findings, as needed and submits SHEtrak findings for closure upon completion of corrective action(s) following the process described in MWI 8715.12.

CH1.4.1.13 Initiates an abatement plans for SHEtrak findings assigned to them that cannot be corrected within the expected completion date following the processes described in MWI 8715.12, as needed. (See 29 CFR pt. 1960.30 and NPR 8715.1, Chapter 2 for more information.)

*NOTE: The expected completion date is normally 30 calendar days from when the SHEtrak Inspection Report is released by the SHE inspector. See MWI 8715.12 for information on the*



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*process of initiating an abatement plan when the SHEtrak finding cannot be corrected within the estimated completion date.*

#### CH1.5 Emergency Equipment/System Inspections

*NOTE 1: At MSFC, these inspections may be performed by the Center's FMO, Center organization assigned the area where the equipment/system is located, or BM.*

*NOTE 2: At MAF, these inspections may be performed by an organization designated to perform these inspections or the area supervisor or designee of the organization assigned the area where the equipment/system is located.*

##### CH1.5.1 BM:

CH1.5.1.1 Performs or ensures a visual inspection of portable fire extinguishers is performed and documented following the processes described in MWI 8715.11 and MPR 8715.1. These inspections are performed monthly. (See NFPA 10, 29 CFR pt. 1910.157 and NASA Standard 8719.11 for more information describing the work areas where portable fire extinguishers are needed.)

a. At MSFC, the inspection is documented on the MSFC Form 549, "Portable Fire Extinguisher Readiness Verification Tag," attached to the extinguisher. The inspection criteria are noted on the MSFC Form 549. This tag may be obtained from the ISB. A general inspection tag that identifies the name/initials of employee performing the inspection and date of inspection may be permitted for use in place of the MFSC Form 549 with concurrence from ISB.

b. At MAF, the inspection is performed by an organization designated to perform these inspections, or by the area supervisor or designee of the organization assigned the area where the portable fire extinguisher is located following the processes described in MWI 8715.11.

c. At MAF, the inspection may be documented by use of a general inspection record tag attached to the portable fire extinguishers that (1) has spaces for initials and date of inspection, or (2) with holes identifying the month and year of inspection. A barcode attached to the equipment/system may also be used if the organization performing the inspection can provide evidence/database of when the inspection was performed. The inspection criteria can be found in NFPA 10, Chapter 7.

d. At MAF, contact the Central Commodities Crib or the MAF SMA Manager/QD12 for local vendors.

CH1.5.1.2 Performs or ensures inspection/test/activation of emergency eyewash/shower stations (plumbed and portable) within the building are performed and documented following the processes described in MPR 8715.1.



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- a. Plumbed eyewash/shower stations are inspected/tested/activated weekly until clear water is provided. The activation will minimize microbial contamination due to sitting water and sediment build-up that may prevent an adequate nozzle spray pattern needed to provide the necessary flushing/drenching.
  - b. Portable eyewash stations are visually inspected weekly.
  - c. Inspections/tests/activations are performed weekly by the Center organization assigned the area where the equipment/system is located, or BM.
  - d. At MAF, the Center's FMO may perform one weekly inspection/test/activation of plumbed stations a month. Contact the Center's FMO to determine which plumbed stations within the building will receive one weekly inspection/test/activation by them.
  - e. Inspection/test/activation are performed annually by the Center's FMO for plumbed stations or organization designated to replace the fluid in portable stations, at a minimum, to verify spray pattern and flow rate.
  - f. The Inspection/test/activation documentation may be maintained by one of the following: (1) a tag attached to the eyewash/shower station that identifies the date of the inspection and initials of the inspector or the week and year the inspection was performed; (2) a spreadsheet located adjacent to the eyewash/shower station that captures the information listed in 1; or (3) a barcode attached to the equipment/system where the organization performing the inspection can provide evidence/database of when the inspection was performed.
  - g. General inspection tags may be purchased from local vendors. At MAF, contact the Central Commodities Crib or the MAF SMA Manager/QD12 for local vendors.
  - h. At MAF, the inspection for most plumbed units is performed by the SACOM contract. Contact the MAF Work Control Center /Help Desk for additional information on monthly inspections.
  - i. Emergency eyewash/shower stations are removed from service if they are identified as not being required to support an job/operation or discovered to not operate as designed and intended. Plumbed stations are disabled by turning the water off and placing a sign/tag that clearly identifies the station as "Not In Service" or removed from the area. Portable stations are removed from the area. (See MPR 8715.1 for more information. See ANSI Z535.2, Z535.3, Z535.4, and Z535.5 for more information for the sign/tag format, color combinations, signal words or symbols, and basic messages.)
- CH1.5.1.3 Performs or ensures inspection of AED in assigned buildings are performed and documented following the processes described in MPR 1810.2. These inspections are performed monthly.



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a. Quarterly inspections of AEDs are performed by AED Coordinator following the processes described in MPR 1810.2. The quarterly inspections do not relieve the BM from ensuring the monthly inspection of the AED is performed.

b. At MSFC, the inspection is documented on MSFC Tag 21, "Automated External Defibrillator (AED) Record Tag." This tag may be obtained from EEOH). A general inspection record tag may be permitted for use with concurrence from EEOH. Call the number on the back of the tag. (See MPR 1810.2 for more information.)

c. At MAF, a general inspection record tag may be used for this inspection.

CH1.5.1.4 Performs or ensures inspection of emergency lights that have been designated by FMO for the BM to inspect in their assigned buildings are performed and documented. These inspections are performed monthly. (See CH1.5.1.4.e in this MWI for more information.)

a. This inspection is normally only for those emergency lights that illuminate the building's designated emergency/evacuation egress path. (See MWI 8715.11 and NFPA 101, Chapter 7 for more information.)

b. At MSFC, the emergency/evacuation egress path is identified by the "red dashed lines" shown on the building's emergency/evacuation plan.

c. These inspections may be performed by the Center's FMO or BM depending on the location of the emergency light.

d. At MAF, contact the MAF SMA Manager/QD12 for additional information on what emergency lights are designated for monthly inspections.

e. At MSFC, a notice to perform these inspections is sent to the BM from the Center's FMO Work Control Center and includes a list of the emergency lights for the BM to inspect. These emergency lights are equipped a "test button," that is pressed to test the light. A description of the inspection process is contained in the notice. The inspection is documented by the BM's reply indicating if the emergency light operated correctly or if there were deficiencies.

(1) At MSFC, the Center's FMO shall be notified of any deficiencies noted during the inspections and emergency lights that are located at elevated heights or not easily accessible for the BM to inspect.

(a) At MSFC, identify any emergency lights that were not inspected on the inspection notice reply so that the Center's FMO is made aware that the emergency lights were not inspected.

(b) At MSFC, emergency lights that do not illuminate the building's designated emergency/evacuation plan are not identified by a Center's FMO identification number and are not inspected or tracked by the Center's FMO maintenance management system. These



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emergency lights still should be inspected monthly, but may inspected by the occupant of the area where the light is located. If one of these emergency lights is discovered inoperative, notify the FMO by submitting a Trouble Call.

(2) At MAF, the SACOM FMO Department or Work Control Center are notified of any deficiencies noted during the inspections.

## CH1.6 Building Evacuation

### CH1.6.1 BM:

CH1.6.1.1 Ensures collaboration with the supervisors in their buildings is provided to identify employees that may need assistance to evacuate the building in the event of a fire or other type emergency evacuations following the processes described in MWI 8715.11.

a. At MSFC, assistance may also be obtained from the MSFC Disabilities Coordinator in the Office of Diversity and Equal Opportunity to identify employees with paralysis disability.

CH1.6.1.2 Ensures "Areas of Refuge" have been identified within the building and actions are initiated to maintain areas designated as "Areas of Refuge" clear of any obstacles, as needed.

a. The "Areas of Refuge" are only designated in multistory buildings following the processes described in MWI 8715.11.

b. At MAF, no "Areas of Refuge" have been identified.

## CH1.7 Permits

### CH1.7.1 BM:

CH1.7.1.1 Issues a MSFC Form 3798, "Permit for Portable Appliances," to building occupants for appliances identified to need this permit following the processes described in MWI 8715.11.

*NOTE: These forms are located on NASA's Explornet page, select "Center," select "Marshall," select "Marshall Integrated Document Library (MIDL)," select "Forms Management." (See MWI 8715.11 for more information.)*

CH1.7.1.2 Revokes portable appliance permits when notified by the Center's Safety Office of violation of permit requirements following the processes described in MWI 8715.11.

CH1.7.1.3 Ensure microwave ovens are removed from service for 30 days when made aware that the Fire Department responded to a fire in a microwave oven due to unattended cooking following the processes described in MWI 8715.11.



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## CH1.8 Energy Conservation

### CH1.8.1 BM:

CH1.8.1.1 Provides assistance to building occupants in implementing good energy conservation practices in the building, as needed.

CH1.8.1.2 Provides assistance to the Center's Energy and Water Program Manager, as needed.

## CH1.9 Emergency Management

### CH1.9.1 BM:

CH1.9.1.1 Receives emergency instructions from and coordinates with the Center's Emergency Management Director and assists in performing the emergency duties. (Contact the Center's Emergency Management Director for more information of the BM's roles in MCP 1040.2.)

CH1.9.1.2 Provide assistance to test engineers in developing emergency procedures when unique actions are required. (See NPR 8715.3, MWI 8621.1, and MWI 8715.15 for more information.)

## CH1.10 Protective Services

### CH1.10.1 BM:

CH1.10.1.1 Provides assistance to organizations that have identified areas/rooms with an MSFC Label 45, "Room Access Request Label," as needed. (See MPR 1600.4, for more information.)

*NOTE: These forms are located on NASA's Explornet page, select "Center," select "Marshall," select "Marshall Integrated Document Library (MIDL)," select "Forms Management."*

## CH1.11 Fire Protection

### CH1.11.1 BM:

CH1.11.1.1 Provides assistance to the Center's Safety Office personnel in scheduling and conducting building fire drills following the processes described in MWI 8715.11.

a. At MSFC, coordination shall be provided with the MSFC Logistics Services Office for the immediate replacement of defective portable fire extinguishers.

b. At MAF, contact the Work Control Center for replacement of defective portable fire extinguishers.



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CH1.11.1.2 Notifies ABM, building occupants, and visitors of fire protection system outages following the processes described in MWI 8715.11.

CH1.11.1.3 Ensures the building's Emergency/Evacuation Plan is maintained up-to-date. (See MWI 8715.11 for more information.)

## CH1.12 Facility Outages and Work Activities

### CH1.12.1 BM:

CH1.12.1.1 Provides assistance to the Center's FMO when building outages are requested for fire protection system, water, electrical, and other work activities to be performed in or adjacent to the building.

CH1.12.1.2 Coordinates directly with Center's FMO, Center's PSO, and the building's Access Approver to gain access to controlled areas, restricted areas, and NASA Critical Infrastructure rooms/areas. (See MPR 1600.4 for more information.)

CH1.12.1.3 Coordinates directly with Center's FMO, Center's PSO, the organization's Lock and Key Coordinator, or appropriate Department Manager responsible for the room/area to gain access to MSFC Label 45 room/area. (See MPR 1600.4, for more information.)

CH1.12.1.4 Notifies building occupants of facility outages and work activities.

CH1.12.1.5 Notifies employees of fire protection system outages following the processes described in MWI 8715.11.

CH1.12.1.6 Notifies building occupants of scheduled asbestos abatements following the processes described in MPR 8500.1 (only applicable to MFSC).



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## APPENDIX A DEFINITIONS

Access Approver An Approver is an MSFC or MAF employee who currently holds a permanent NASA “picture badge” and is responsible for the area and any assets behind the card reader. Employees holding positions as approvers are most often the building managers, area managers, or Facility Security Managers, in NASA Critical Infrastructure facilities. (See MPR 1600.4 for more information.)

Area Manager (AM) Individual responsible for a given area of MSFC real property who assures Building Managers are appointed for buildings in their areas.

Assistant Building Manager (ABM) Individual assigned responsibility to aid the BM in assuring that their assigned buildings and its surrounding areas are safe, healthful, and in compliance with housekeeping rules. Sometimes referred to as a floor manager.

Building Manager (BM) Individual assigned by the respective AM to assure that their assigned buildings and its surrounding areas are safe, healthful, and in compliance with housekeeping rules, and provides SHE-related assistance to and support to their organization management and the Center’s Safety Office, Center’s Occupational Health Office and Center’s Environmental Office in ensuring the processes described in this MPR are communicated and implemented within their building. This is normally a SHE-related collateral duty. If possible, the BM is selected from employees located in the assigned building. (See MPR 8715.1, MWI 8715.12, and MWI 8715.13 for more information.)

Center NASA-owned property that has been designated as a NASA Center. In this MWI, the Center is MSFC or MAF.

Center Environmental Office The Center Office/Department/Branch that provides insight, oversight and coordination of environmental-related issues with internal and external organizations to ensure compliance is maintained with all applicable environmental-related Executive Orders, federal, state, local, NASA and Center regulations. At MSFC, these functions are performed by the Office of Center Operations/ Environmental Engineering and Occupational Health (EEOH)/AS10. At MAF, these functions are performed by the MAF Environmental Lead/AS60 and Synergy Achieving Consolidated Operations and Maintenance (SACOM) Environmental Services who ensure all environmental-related day-to-day functions identified in this MWI for EEOH are performed at MAF.

Center Facilities Management Office (FMO) The Center Office/Department/Branch that provides insight, oversight and coordination of facility operation and maintenance-related issues with internal and external organizations to ensure compliance is maintained with all applicable environmental-related Executive Orders, federal, state, local, NASA and Center regulations. At MSFC, these functions are performed by the Office of Center Operations/FMO/AS20. At MAF, these functions are performed by the MAF Operations Office/AS60 and the SACOM FMOD who



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ensure all facility-related day-to-day functions identified in this MWI for FMO are performed at MAF.

Center Occupational Health Office The Center Office/Department/Branch that provides insight, oversight and coordination of occupational health-related issues with internal and external organizations to ensure compliance is maintained with all applicable environmental-related Executive Orders, federal, state, local, NASA and Center regulations. At MSFC, these functions are performed by the Office of Center Operations/EEOH/AS10. At MAF, these functions are performed by the MAF Emergency Management/Protective Services Office Operations Manager/AS50 and the SACOM Safety and Health Services who ensure all occupational-related day-to-day functions identified in this MWI for EEOH are performed at MAF.

Center Protective Services Office (PSO) The Center Office/Department/Branch that provides insight, oversight and coordination of security-related issues with internal and external organizations to ensure compliance is maintained with all applicable environmental-related Executive Orders, federal, state, local, NASA and Center regulations. At MSFC, these functions are performed by the Office of Center Operations Office/PSO/AS50. At MAF, these functions are performed by the MAF Emergency Management/PSO Operations Manager/AS50 and the MAF PSO who ensure all protective service-related day-to-day functions identified in this MWI for PSO are performed at MAF.

Center Safety Office The Center Office/Department/Branch that provides insight, oversight, and coordination of safety-related issues with internal and external organizations to ensure compliance is maintained with all applicable environmental-related Executive Orders, federal, state, local, NASA and Center regulations in accordance with in NPR 8715.1 and NPR 8715.3. At MSFC, these functions are performed by the SMA Directorate/ISB/QD12. At MAF, these functions are performed by the MAF SMA Manager/QD12 and the SACOM Safety and Health Services who ensure all safety-related day-to-day functions identified in this MWI for SMA and ISB are performed at MAF. The MAF SMA Manager/QD12 is sometimes referred to as the MAF Site Safety Manager.

Center's SHE Offices The Center organizations given primary responsibility for implementing federal, state, local, NASA, and Center SHE-related requirements and ensuring continual compliance with these requirements. At MSFC, these organizations are the ISB within SMA and the EEOH within the Center Operations organization. The Center's Safety Office, Center's Occupational Health Office and Center's Environmental Office form the Center's SHE Offices in this MWI.

Collateral Duty (as applied to this MWI) A duty assigned to an employee that is performed in addition to and separate from the duties of the employee's regular position. In the scope of this MWI, serving as an AM, BM, ABM, or organization's SHE POC may (at times) require significant activity in support of the SHE Program. (See MPR 8715.1 for more information.)



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**Hazard** A state or a set of conditions internal or external to a facility or operation and has the potential to cause an undesired event.

**Lock and Key Coordinator** Individual appointed by the organization to serve as the Center's POC with the Center's PSO to request, account for, and control all keys for MSFC Label 45 rooms/areas in their areas of responsibility. (See MPR 1600.4 for more information.)

**Occupied Building** A building identified as active with occupants as shown on NASA's Explornet page, select "Center," select "Marshall," select "A-Z Index," select "Facilities Geographic Information System," select "Facilities GIS Info," select "Facility Information," and select "Space Utilization by Building."

**Organization's Safety, Health and Environmental (SHE) Point of Contact (POC)** Individual designated by an organization's management to perform a wide range of activities in support of the Center's Safety Office, Center's Occupational Health Office and Center's Environmental Office in implementing the Center's SHE Program within their organization. Sometimes referred to in general terms as an organization's SHE representative or coordinator. (See MPR 8715.1, MWI 8715.12, and MWI 8715.13 for more details in the types of activities and support these individuals are expected to perform.)

**Point of Contact (POC) (as applied to this MWI)** Individual who serves as a facilitator for building occupants and outside organizations to contact for assistance and guidance in building-related issues.

**Real Property** Land, buildings, structures, utility systems, improvements, and appurtenances thereto. Permanently annexed to land. Real property also includes installed collateral equipment.

**Safety, Health and Environmental-Finding Tracking (SHEtrak)** An MSFC Web-based electronic database maintained by MSFC SMA for documenting and tracking to closure hazards identified in the workplace. (See MWI 8715.12 for more information.)

**SHEtrak Finding** A condition or situation that fails to meet or violates established SHE requirements, standards, and procedures. (See MWI 8715.12 for more information.)

**Undesired Event** An event or series of events which unleashes the potential inherent in a hazard and either directly or indirectly results in (1) injury, occupational-related illness, or death to personnel or the public; (2) damage to or loss of facilities/equipment; or (3) detrimental impact to the environment and the surrounding community.

**Unhealthful Conditions** A wide range of conditions that has been implicated as risk factors for a variety of health problems (e.g., unsanitary, unhygienic or dirty work conditions).

**Unoccupied Building** A building identified as active with no occupants as shown on NASA's Explornet page, select "Center," select "Marshall," select "A-Z Index," select "Facilities



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Geographic Information System,” select “Facilities GIS Info,” select “Facility Information,” and select “Space Utilization by Building.”

Unsafe Conditions Any physical state which deviated from the acceptable, normal or correct in terms of its past production or potential future production of person injury and/or damage to property of things; any physical state which results in a reduction in the degree of safety normally present. A condition that has been found to be harmful in the past and has the potential to be harmful again in the future if not corrected. The condition exists immediately prior to an undesired event which is significant in initiating the event.



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## APPENDIX B ACRONYMS

ABM - Assistant Building Manager

AED - Automated External Defibrillator

AM - Area Manager

ANSI - American National Standards Institute

BM - Building Manager

CFR - Code of Federal Regulations

EEOH - Environmental Engineering and Occupational Health Office

E.O. - Executive Order

FacGIS - Facilities Geographic Information System

FMO - Facilities Management Office

FWR - Facilities Work Order

GIS - Geographic Information System

ISB - Industrial Safety Branch

MAF - Michoud Assembly Facility

MIDL - Marshall Integrated Document Library

NFPA - National Fire Protection Association

OpsTrak - Operations Tracking System

POC - Point of Contact

PSO - Protective Services Office

Pt - Part

Pub. L - Public Law



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SACOM - Synergy Achieving Consolidated Operations and Maintenance

SCRS - Safety Concern Reporting System

SHE - Safety, Health and Environmental

SHetrak - Safety, Health, and Environmental-Finding Tracking System

SMA - Safety and Mission Assurance

SSWP – Supervisor Safety Web Page



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## APPENDIX C VERIFICATION MATRIX

Section	Brief Description	Verification			Comments
		Inspect	Document	Test	
5.1	AMs		x		
5.2	BMs		x		
5.3	ABMs		x		
5.4	Organization's SHE POC		x		
5.5	Center Safety Office		x		
5.6	Center FMO		x		
5.7	Training		x		
CH 1	BM Activities		x		



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## APPENDIX D RECORDS

RECORD	REPOSITORY	RETENTION
BM building Inspection and findings entered into SHEtrak	At MSFC, maintained by SMA  At MAF, maintained by the SACOM	Per MWI 8715.12
BM, ABM and Organization's SHE POC Training	Per MPR 3410.1	Per MPR 3410.1
Emergency Shower/Eyewash Inspection tag or similar method of documentation	Per MPR 8715.1	Per MPR 8715.1
Portable Fire Extinguisher Inspection Form 549, "Portable Fire Extinguisher Readiness Verification Tag" or similar type inspection tag.	Per MWI 8715.11	Per MWI 8715.11
AED Inspection MSFC Tag 21 or a similar type inspection tag	Per MPR 1810.2	Per MPR 1810.2
Emergency Light Inspection documentation	Per MPR 8715.1	Per MPR 8715.1